



## Foreign Affairs Handbook

### 4 FAH-3 – Financial Management Procedures

**Change Transmittal:** FMP-26

**Date:** December 16, 2004

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### 4 FAH-3 H-830 EMERGENCY EVACUATION FISCAL POLICY

#### Changes

1. This Change Transmittal issues miscellaneous updates in:

**4 FAH-3 H-831.2**—This section, formerly titled Applicability, was retitled Policy and a second paragraph added as b. It describes the manner in which all emergency fiscal operations are executed.

**4 FAH-3 H-832.2b**—This section was updated to more closely define the actions the FAM or MO takes after receiving the authorized or ordered departure cable for an emergency evacuation.

**4 FAH-3 H-832.2d**—This section was added to describe the procedures for fiscal document reconciliation in evacuation situations. Paragraphs were relettered: d changed to e; e changed to f; f changed to g; g changed to h; and h changed to i.

**4 FAH-3 H-834.2-1b**— This section was added to describe payroll activities, including timekeeping, health insurance, federal and state tax information, etc., for evacuated employees.

**4 FAH-3 H-834.2-2, Safehavens Other Than Washington, DC**—This section was retitled (previous title was Fiscal-Servicing Posts with USDO's) to describe the T&A system to be used by an evacuated employee whose safehaven is another post rather than Washington, DC.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

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1. 1. Remove 4 FAH-3 H-830 (TL:FMP-17; 05-05-2003, 8 pages) and insert the revised 4 FAH-3 H-830 (CT:FMP-26; 12-16-2004, 9 pages).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: FMP-26 and initial.

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**(RM/FPRA/FPMC)**